



Office of the Clerk
United States Bankruptcy Court, Northern District of California

MEMORANDUM

To: All ECF User's Group Members

From: Linda M. Collins, Court Services Administrator

Date: July 18, 2005

Subject: *ECF User's Group Minutes — June 1*

Attending: The Honorable Leslie Tchaikovsky
Gloria L. Franklin, Clerk of Court
Edward Emmons, Chief Deputy
Linda Collins, Court Services Administrator, linda_m_collins@canb.uscourts.gov
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Dennis Bilecki, Manager, Santa Rosa Division
Roger White, Manager, San Jose Division
Val Barbour, Assistant Division Manager, San Jose Division
Ernestina Lee, Manager, Oakland Division
Elizabeth Lucero, Manager, San Francisco Division
Kathy Bernart, Information Technology Section
Sharon Hurt, District Trainer

Absent: Peter Hadiaris, peterhadiaris@att.net
Paul Manasian, manasian@mrlawsf.com
Martha Bronitsky, 13trustee@oak13.com

Welcome

Introductions were made by all members of the Users' Group. A new member, Ms. Patricia Bellettini, was in attendance. She is from the Office of the United States Trustee.

Follow-up on issues from last meeting

As a result of recommendations by the members at our last meeting, new event codes were demonstrated for filing amended schedules. The modifications include having the word “fee” inserted next to the events for *amended schedules D, E, and F*. In addition, the words “no fee” have been added to the docket events for *amended schedules A-C and G-J*.

New issues

- A demonstration of how to docket the event, *Certificate of BDRP Conference* was provided. Judge T asked if this could be changed to a text only docket event. It was agreed that we would look into doing this.
- The new process for AP case opening was reviewed.
- A review was provided to everyone regarding how to find events if they are not sure which one to use when docketing. The process is as follows:
 1. Click on the ECF icon on the lower right-hand section of the main page of the court’s web site at www.canb.uscourts.gov
 2. Click on “Reference Desk” on the left section of the blue bar at the top of the page.
 3. Click on the Attorney Event List bullet under the heading, ECF Reference Materials.
 4. Search the list to find the event. If you cannot locate it, contact the CM/ECF Help Desk for the division you are filing in.
- The procedures for docketing amended creditor lists are not clear. The court will review these procedures and make the necessary modifications.
- The docket event, *Request to Remove Email From Case*, was reviewed. Some members were not aware that they can docket this event themselves if they no longer wish to receive email notifications when docketing occurs on a case that they are no longer involved with. However, if an attorney no longer wants to be a party to a case, a separate pleading must be docketed.
- An attorney commented that he received an error message from the Oakland Division for not filing a creditor matrix cover sheet as a separate document. We discussed the fact that the cover sheet should be the first page of the PDF document with the actual list of creditors (matrix) as the second page. The creditor matrix and cover sheet can be part of the petition submitted during case upload, or it can be docketed separately using the creditor matrix event. However, the cover sheet is always required to be submitted with the matrix. The managers agreed to review this procedure with all case management analysts.

- We discussed the process about how to file a proof of claim when the claim has multiple claimants. This issue will be forwarded to the Courts' Case Management Evaluation Committee (CMEC) for clarification and procedures.
- A discussion took place about suggestions/ideas for helpful key words to add to the docketing event list. Recommendations included; opposition, proof of service, and removing the word "of" after the event *report*. These recommendations will be forwarded to CMEC for final approval and implementation.
- It was requested that accountants be allowed to file an "Application to Employ" (themselves). Ms. Franklin said that she would review this request with the judges.
- A question was presented about how claim forms are stored and retained in each division. The court representatives agreed that we would review our current process and provide further information about our procedure.
- Status on the event, *stipulation for extension of time to file a complaint*, was discussed. A local modification request (LMR) will be submitted to the CMEC for consideration.
- Procedures for creditors to remove themselves from a case were discussed. This issue will be forwarded to the CMEC group.
- Although some members were interested in information regarding The Bankruptcy Abuse Prevention and Consumer Protection Act of 2005, Ms. Franklin informed everyone that she had nothing to report at this time. However, informational/educational seminars will be conducted by various Judges in our District. She mentioned that the information about them is posted on the Court's web site.
- Ms. Franklin noted that it appears that many of the questions asked by the members during this meeting can be handled by the division offices' help desks. We are happy to answer and assist with docketing issues during our time together at these User Group Meetings, but perhaps our time could be better spent discussing more substantial issues. Members were reminded that if they are not getting the assistance that they need in a timely manner, they should contact the manager in the division where they are filing.

Next Meeting

The next meeting is tentatively scheduled for Wednesday, September 7 at 1:30 pm in San Francisco.